University of Pennsylvania – Perelman School of Medicine

Education Officer Report

For Promotion (Tenure, CE, AC, and Clinical Tracks) & Reappointment (Tenure, CE)

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Candidate Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Action:** *Reappointment* or *Promotion*  **Track:**

|  |
| --- |
| **If First Reappointment as Assistant Professor confirm:** **\_\_\_\_\_\_** Candidate has completed the required onboarding for teaching program. **If AC faculty confirm:** **\_\_\_\_\_\_** Candidate had the opportunity and provided the required 100 hours and/or credits of active and high-quality teaching or equivalent service annually over the last three years. \_\_\_\_\_\_\_\_\_\_\_ \_\_**If Clinical Track faculty confirm:**\_\_\_\_\_\_ Candidate had the opportunity and provided the required 50 hours and/or credits of active and high-quality teaching or equivalent service annually over the last three years. |

## Overview of teaching activities, including activities not captured in TED or HAMSTER, for previous three years

Summarize the numbers of students taught, amount of time spent in teaching related activities and the various types of teaching activities, e.g., bedside teaching, laboratory mentoring, CME, GME, faculty development, community service, etc.

**Overview of administrative teaching roles and education committee related participation**

Document membership on departmental and school committees related to education and participation in medical school or BGS advising programs as well as leadership roles in administering educational programs.

**Internal evaluation data (TED, HAMSTER and other University of Pennsylvania data)**

*\*\*See below for requirements\*\**

Summarize and assess available data. Explain any significant change from prior years and any outlier scores or comments. Include any teaching awards or other significant distinctions won by the candidate.

**Attach Data Summary report from HAMSTER, TED, or other data report to this letter** for reappointment on the Tenure & Clinician Educator track and promotion on the Clinical track***.***

**External evaluation data (CME data)**

## Explain any significant change from prior years and any outlier scores or comments.

## Summary

Assess overall quality and contribution of teaching at the Perelman School of Medicine at the University of Pennsylvania. Address if teaching standards are different in different venues. Acknowledge that TED and HAMSTER have been reviewed inclusive of comments, and that any concerns expressed, negative comments, or professionalism concerns have been addressed with the faculty member.

 Name, Degree Date

 Education Officer [Department]

\*\*Evaluation Requirements\*\*

In order to be considered for promotion on the Academic Clinician, Clinician Educator, and Tenure Tracks, the faculty member must not have a mean teaching score of less than 2.0 in Lectures, Facilitated Learning Activities, and Clinical Teaching. For additional details on Teaching requirements for promotion to Professor on the AC track, click [here](https://www.med.upenn.edu/fapd/docurepo/assets/user-content/documents/AC%20Criteria.pdf).

If the candidate has not met expectations of teaching excellence or there are concerns regarding teaching scores, negative comments or professionalism, identify the issue and indicate the follow up taken by the department. **At any time, a mean score of < 2.0 in any domain requires** [remediation/coaching](https://www.med.upenn.edu/flpd/faculty-remediation.html) **and the** [remediation/coaching plan](https://www.med.upenn.edu/flpd/assets/user-content/documents/Faculty%20Development%20Plan%20to%20Improve%20Teaching.docx) **must be documented by the Education Officer and acknowledged in the Chair's Letter/Report**. *(Departments may identify faculty with scores of > 2.0 for whom coaching or remediation may be offered or required.)*

**Professionalism concerns** indicated in TED, should be brought to the attention of the department’s designated professionalism representative. A single indication of a professionalism concern in TED without a comment does not need to be addressed in the EO report.